



State of Vermont  
**PERMIT AND LICENSE INFORMATION**

**SMALL BUSINESS FACT SHEET FOR LICENSED CHILD CARE**

**The Law:** Vermont Law (33VSA Section 3502) requires that persons who wish to provide child care to children from more than two families must first obtain a license from the Department for Children and Families (DCF).

**First Step:** Contact Child Care Development Division, by calling 1-800-649-2642 or on the web at [http://dcf.vermont.gov/cdd/child\\_care\\_licensing/become\\_provider/](http://dcf.vermont.gov/cdd/child_care_licensing/become_provider/)

**DEPARTMENT OF ENVIRONMENTAL CONSERVATION**

A licensed childcare facility is a public building since the public is served in it, and uses the building's water supply and wastewater disposal systems. A Wastewater System & Potable Water Supply Permit ([Sheet #1](#))\* will be needed under the following conditions:

- Construction of a new building or renovation of existing space
- Changes in the water supply and wastewater disposal systems
- Changing the use of an existing building to a licensed child care facility

The extent of engineering analysis and review for the proposed and/or existing water supply and wastewater disposal systems (if not municipal) will depend upon the existing uses and the proposed changes. . If your facility serves more than 24 people a day, and you are not connected to a municipal water system, you may need a Public Water Supply Permit ([Sheet #21](#)). As part of the permit review, you may have to hire a professional engineer or licensed designer ([Sheet # 11](#)) to evaluate your existing systems and recommend whether improvements are required. Please contact the Permit Specialist or Regional Engineer in your Regional Office to further discuss your project.

**Permit Specialist Locator:** <http://www.anr.state.vt.us/dec/ead/pa/index.htm>

**Regional Engineer Locator:** <http://wastewater.vt.gov/poregionaloffices.htm>

**DEPARTMENT OF PUBLIC SAFETY, Division of Fire Safety**

The Fire Safety Division of the Department of Public Safety helps child care providers assure that the children and other day care users are safe from fire, electrocution, malfunctioning heating plants and other hazards. (Sheets [#49](#), [49.1](#), [50](#), [50.1](#), [50.2](#), [50.3](#)\*) The department needs to receive information about the building and the proposed use. This information includes:

- the maximum number of children to be served at any one time
- the age span of the children
- how many caregivers will be on duty at any given time
- the type of material used in the construction of the building (wood frame, steel, concrete, etc)
- the number of stories in the building, and which levels are proposed for child care
- the type of heating system
- the location of all exits

The Fire Safety Division uses nationally recognized codes to evaluate the safety of the building. A combination of smoke detectors and fire extinguishers will be required; fire alarms and/or sprinkler

systems may be required. The Division usually does not require submission of plans for an existing building, unless renovations or an addition are being considered. If a new building is being constructed, plans must be submitted to the regional office for review. An architect or engineer must prepare the plan for a new building.

<http://www.vtfiresafety.org>

#### DISTRICT FIRE SAFETY DIVISION OFFICES

Barre 802-479-4434  
Springfield 802-885-8883

Rutland 802-786-5867  
Williston 802-879-2300

#### DEPARTMENT OF HEALTH LEAD AND ASBESTOS PROGRAM

**Lead:** If the building was constructed prior to 1978, the owner of the building must meet state requirements regarding lead hazard control measures that may need to be taken. (Sheet [#55](#))

**Asbestos:** If the proposed site is an existing building, an asbestos assessment shall be performed by a person certified by the Vermont Department of Health to determine if asbestos containing material is present, and to ascertain the condition of such material. (Sheet [#54](#))

<http://healthvermont.gov/enviro/asbestos/asbestos.aspx>

#### OTHER GOVERNMENT OFFICES YOU SHOULD CONTACT:

- Local municipal offices regarding zoning permits
- Vermont Department of Taxes (Sheets [#91](#) and [95\\*](#))
- Secretary of State ([Sheet #90.1\\*](#))
- Act 250 ([Sheet #47\\*](#))

*This is not an all-inclusive list, but identifies the permits and licenses that will most likely be required prior to operating a day care.*

The Department of Environmental Conservation provides a unique service to anyone with questions about state permits. Permit Specialists are available to assist you in Springfield, Essex Junction, Rutland and Barre Regional Environmental Offices, as well as part time in St. Johnsbury, St. Albans, Bennington, Middlebury and Morrisville. Call them at the numbers listed below for assistance. They will guide you through the process by completing a Project Review Sheet that identifies state programs that may require a permit or license for your project. It could save you time, money and headaches.

**Permit Specialist Locator:** <http://www.anr.state.vt.us/dec/ead/pa/index.htm>

#### PERMIT SPECIALISTS

Rick Oberkirch	Rutland, Bennington, Middlebury	(802) 786-5907
John Miller	Barre, Morrisville	(802) 476-0195
	St. Johnsbury (Tuesdays)	(802) 751-0127
Jeff McMahon	Essex Junction, St. Albans	(802) 879-5676
Jackie Carr	Springfield	(802) 885-8850

\*Sheet #'s refer to summary sheets in the Permit Handbook which offer a brief description of the permit program. The Handbook is available at most Town Offices and State Libraries, and on the Internet at:

[http://www.anr.state.vt.us/dec/permit\\_hb/index.htm](http://www.anr.state.vt.us/dec/permit_hb/index.htm)